

Parking

PURPOSES

To provide orderly and safe parking in the Division of Capital Asset Management and Maintenance (DCAMM) Parking Facilities for authorized personnel and visitors. To avoid confusion related to parking or the acquisition of parking privileges. To set forth responsibilities of persons authorized to park in DCAMM Parking Facilities.

DEFINITIONS

Agency Liaison - The person designated by a department head to communicate with the DCAMM on behalf of the Agency for maintenance requests, parking issues, Photo ID Access Cards, etc.

DCAMM Parking Facilities - All parking facilities owned by the Commonwealth of Massachusetts and managed by DCAMM. They include the McCormack Garage, the Saltonstall Garage, the Hurley Garage and the Merrimac Street parking lot.

Damage (to vehicles)- Scrapes, dents, stains, broken glass, etc., which occur while a vehicle is parked in a DCAMM Parking Facility.

Handicapped Accessible Parking Space - Any space marked with an HP sign that is designated strictly for the use of physically disabled persons.

Illegal Parking Space - Any space within the facility that is marked with "NO PARKING" or a "FIRE LANE" sign, and any other area that is clearly hazardous.

Loss - The theft of items from a vehicle that is parked in a DCAMM Parking Facility or the theft of the vehicle itself.

Photo ID Access Card - The photo ID card issued by DCAMM to state employees, which provides access to DCAMM buildings.

Temporary Visitor Parking - The limited number of spaces that DCAMM makes available for parking on a temporary basis.

POLICY

It is the policy of the Division of Capital Asset Management and Maintenance to allow only authorized personnel to park in DCAMM Parking Facilities. The use of a DCAMM-issued Photo ID Access Card shall be required for admittance into a DCAMM Parking Facility. Unauthorized vehicles parked in any DCAMM Parking Facility will be removed at the owner's expense.

By accepting parking privileges, users agree to save harmless the Commonwealth and its agents from any Loss or Damage incurred while using DCAMM parking facilities.

PROCEDURE

Constitutional officers, cabinet secretaries, legislative leaders, independent agency heads and designated Agency Liaisons shall make any requests for parking to DCAMM in writing. Such persons are responsible for assigning all parking spaces allocated to their agencies by DCAMM, determining the needs of employees with handicaps and meeting those needs through the agency's allocation.

It is the responsibility of the Agency Liaison to provide a vehicle registration number for each person who is assigned parking. Employee parking in DCAMM Parking Facilities is limited to those who work in DCAMM buildings. The Agency is also responsible for keeping DCAMM informed as employees leave.

DCAMM will reconcile the parking information with each Agency every six months to ensure that all information is up to date and accurate.

No vehicle shall park in an Illegal Parking Space. No vehicle shall park in a Handicapped Accessible Parking Space without proper HP identification. Illegally parked vehicles are subject to tow and/or the loss of parking privileges.

No vehicle shall gain access to such facility except by the use of a Photo ID Access Card. (The Photo ID Access Cards of personnel authorized to park in DCAMM facilities will be programmed to allow access into the appropriate garage.)

Each person authorized to park in the McCormack garage will have a reserved space or an unreserved space. The reserved parking spaces are located on the first and second floors of the McCormack Garage. Each space is numbered and assigned to an individual person. The unreserved parking spaces are located on the third and forth level of the McCormack Garage and are occupied on a "first come, first served" basis. If a driver forgets his/her Photo ID Access Card, the driver must proceed to DCAMM's Office in Room 13 of the State House to secure a Visitor Access Card. If the Photo ID Access Card or the Visitor Access Card is lost, there is a \$12 replacement fee.

Citations & Towing

PURPOSE

To ensure a safe and orderly parking facility for authorized personnel. To state the procedure for removing vehicles using DCAMM Parking Facilities without proper authorization.

POLICY

It is the policy of DCAMM to have vehicles that create a hazard to the facility or its occupants removed from DCAMM Parking Facilities.

Further, DCAMM reserves the right to have any vehicle that does not have the proper credentials displayed, and/or cannot be properly identified as an authorized vehicle, removed without warning.

Such vehicles will be towed under DCAMM supervision and at the owners' expense.

PROCEDURE

Any person who fails to follow designated parking procedures may be issued a Parking Citation by the Massachusetts State Police.

Unacceptable parking procedures include:

- Parking in a space marked "No Parking" or "Fire Lane";
- Parking in a Handicapped Accessible Parking Space without RMV-issued HP plates or placard;
- Blocking access to a Handicapped Accessible Parking Space or other identified parking space;
- Blocking access to an entrance or exit, blocking a legally parked vehicle, or parking in or across more than one space;
- Not displaying a Placard
- Parking in a space reserved for someone else, or
- Parking in an unauthorized facility.

Any vehicle receiving a Parking Citation will be subject to removal at the owner's expense. Unidentifiable vehicles may be towed without prior notice.

Violations may result in the suspension or forfeiture of parking privileges.

Temporary Visitor Parking

PURPOSE

To accommodate agencies and constitutional offices by providing limited Temporary Visitor Parking for persons needing to travel to the Government Center Complex to conduct business with agents of the Commonwealth of Massachusetts.

POLICY

It is the policy of DCAMM to provide temporary parking whenever possible for the use of visitors of tenant agencies and constitutional offices. Arrangements for Temporary Visitor Parking must be made between the DCAMM Parking Administrator and the Agency Liaison.

PROCEDURE

All parking requests for Visitor parking must be received by the DCAMM parking Administrator at least 24 hours in advance. Such requests must be in writing and must include the visitor's name, and the make, model and registration number of the visiting vehicle. Parking requests for Monday (in some cases Tuesday during holidays) should be submitted before 2:00 P.M. the previous Friday.

Due to the limited number of parking spaces, some requests may not be authorized.

Visitors who are authorized a Temporary Visitor Parking space in the Saltonstall Garage must follow the procedures below:

Entrance to the Saltonstall Garage (100 Cambridge Street) is located off of Somerset Street. From Cambridge Street turn RIGHT onto Somerset, the entrance to the garage is underneath the building on your right. Upon receiving the parking ticket from the ticket dispenser, the requesting party **MUST** visit **Room 107** in the McCormack Building (bring parking ticket with you) **no earlier than 8:30am and no later than 4:00pm on the day of their request.** DCAMM staff will validate the requesting party's ticket.

At the end of the business day (when the requesting party is leaving for the day), and upon having the parking ticket validated, in Room 107, the requesting party must then visit the "Pay On Foot" station, located in Saltonstall building lobby, OR at "Exit Gate". The Individual inserts their original ticket, pulled at entrance, followed by this "Chaser Ticket" at the "Pay On Foot" station or at the "Exit Gate".

The 24/7 entrance to 100 Cambridge Street Building can be accessed from Cambridge Street (Front of Building) and McCormack / 100 Cambridge Street Plaza. Stairway to the Plaza entrance is located on Bowdoin Street between McCormack building and 100 Cambridge Street building. Also, there is an entrance to the Plaza via Somerset St.

- Lost Ticket: Please contact DCAMM Security @ 727-4100 prior to 4pm if parking ticket is lost

Loss of or Damage to Vehicles in DCAMM Parking Facilities

POLICY

It is the policy of DCAMM to assume NO responsibility for Loss of, or Damage to, vehicles parked in DCAMM Parking Facilities. By accepting parking privileges, users agree to save harmless the Commonwealth and its agents from any such Loss or Damage.

PROCEDURE

Although DCAMM assumes no responsibility, any incidents regarding the Loss of or Damage to a vehicle or its contents should be reported to the Director of Security. Claims may be forwarded to the Executive Office for Administration and Finance, Attention: Tort Claims, State House, Room 373, Boston, Massachusetts 02133. All claims should include the following language: "This letter serves as a notice of presentment as required by Massachusetts General Laws Chapter 258, Section 1 et seq."

Handicapped Accessible Parking

POLICY

It is the policy of DCAMM that requests by Agency Liaisons for Handicapped Accessible Parking Spaces be made in the same manner as requests for regular spaces as outlined in Handicap Accessible Parking Spaces are assigned from within an agency's allotted number of parking spaces, not in addition to the authorized number of spaces assigned.

PROCEDURE

All parking spaces in DCAMM garages, including Handicapped Accessible Parking Spaces, are assigned through Agency Liaisons. Agencies can meet their needs for handicapped parking in two ways.

Regulation Spaces. There are regulation Handicapped Accessible Parking Spaces in the McCormack Garage all of which are assigned according to a waiting list. Historically, these spaces have been assigned to employees with permanent disabilities with HP license plates on a "first come, first served" basis. Once the user leaves State service, the parking space reverts to DCAMM for reassignment to the next agency on the waiting list. An HP license plate or placard is required in order for a person to be considered for assignment to one of these Handicapped Accessible Parking Spaces

Non-Regulation Spaces (out of agency allocation). Regularly allocated spaces may be used by Agencies to meet their needs. These spaces are NOT regulation size.

It is the responsibility of each agency to determine the needs of its employees and assign the allocated spaces justly. If an agency needs a Handicapped Accessible Parking Space and is at its space allocation, that agency must reassess its parking allocations and make adjustments to accommodate the handicapped parking need using its own allotted spaces.

Maintenance of Records of Photo ID Access Card Activity

POLICY

It is the policy of DCAMM to maintain Photo ID Access Card activity records that are useful in sustaining and/or improving security and parking operations, such as lists of cardholders and a Transaction Log.

The Commissioner will release Photo ID Access Card activity records pursuant to state and federal laws.

PROCEDURE

Each time a Photo ID Access Card transaction is completed, information from that transaction is stored in the security/access system as a record. The stored records make up the Transaction Log. DCAMM maintains one week's worth of transactions; that is, at any given time, the Transaction Log contains records of all Photo ID Access Card activity from the preceding seven days.

Bicycle Parking

POLICY

It is the policy of DCAMM to provide bicycle racks for the use of state employees who work in DCAMM facilities. Bicycles shall not be ridden or walked through the lobbies/hallways of DCAMM buildings or parked in any Office Space or Common Space, except where designated for bicycle parking.

PROCEDURE

Employees should use the bicycle racks provided in the Plaza areas of the building or on the first level of the McCormack garage. The Photo ID Access Cards of all employees who work in either the State House or the McCormack Building have been programmed to allow access to the garage through the pedestrian doors only.